

MONTHLY NATURAL GAS LIQUIDS REPORT FORM EIA-816 INSTRUCTIONS

For help in completing this form, please contact the
Form EIA-816 Project Manager at (202) 586-2990.

I. PURPOSE

The Energy Information Administration (EIA) Form EIA-816, "Monthly Natural Gas Liquids Report," is used to collect data on the operations of natural gas processing plants and end-of-month stocks of fractionators pursuant to Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

The data appear in the Energy Information Administration (EIA) publications, *Petroleum Supply Monthly*, *Monthly Energy Review*, *Petroleum Supply Annual*, and the *Annual Energy Review*.

II. WHO MUST SUBMIT

The Form EIA-816 must be completed by the operators of all facilities that extract liquid hydrocarbons from a natural gas stream (natural gas processing plant) and/or separate a liquid hydrocarbon stream into its component products (fractionator).

III. WHEN TO SUBMIT

The Form EIA-816 must be filed with the EIA by the 20th calendar day following the end of the report period (i.e., the "Monthly Natural Gas Liquids Report" covering the January 2001 report period must be received by February 20, 2001).

IV. WHERE TO SUBMIT

Survey forms can be submitted by either mail, facsimile, E-mail, or electronic transmission.

Mail completed forms to:

Energy Information Administration, EI-45
Mail Station: 2G- 024 Forrestal
U.S. Department of Energy
Washington, DC 20585
Attn: EIA-816

Fax completed forms to: (202) 586-6323 or 1076

E-mail completed forms to: OOG.SURVEYS@eia.doe.gov

Electronic Transmission:

If you have a personal computer and wish to prepare and transmit data electronically, please contact the PC Electronic Data Reporting Option (PEDRO) Support Staff at (202) 586-9659.

Additional copies of the EIA-816 form and instructions are also available in PDF and XLS format on the EIA Website at www.eia.doe.gov. Click on the *By Fuel* category; select *Petroleum*; then *Survey Forms* on the sidebar at the left of the screen.

V. FORM COMPLETION PROCEDURES

PART A. RESPONDENT IDENTIFICATION/ REPORT PERIOD

Respondent Identification

Enter the name and address of the reporting company. Check the box provided if you are reporting a change.

Facility Name/EIA Identification (ID) Number

Enter the name of the facility.

Enter the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.

Report Period

The monthly report period begins at 12:01 a.m. on the first day of the month and ends midnight of the last day of the month.

Indicate year and month (e.g., January 2001 is: Year 01 Month 01).

Resubmission

Resubmissions are required whenever an error greater than 5 percent of the true value is discovered by a respondent or if requested by the EIA.

Enter "X" in the resubmission block if you are correcting information previously reported.

Identify only those data cells and lines which are affected by the changes. You are not required to file a complete form when you resubmit, but be sure to complete the EIA ID number, the report period for which you are resubmitting, and contact information.

PART B. NATURAL GAS LIQUID ACTIVITY

Definitions of petroleum products and other terms are also provided for your use. Please refer to these definitions before completing the survey form.

Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

Report data only for those products which the facility processes, produces, or stores. If the quantity for a product for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Natural Gas Processing Plants

For each of the products identified on the form, report beginning and end-of-month stocks, receipts, inputs, production, shipments, and plant fuel use and losses during the month, except where shaded.

Fractionators

For each of the products identified on the form, **report only end-of-month stocks**. However, if the fractionation facility also has isomerization units, report inputs and production of the products being converted.

Report all mixes of natural gas plant liquids (including unfractionated streams) by the individual components as determined by chemical analysis (i.e., ethane, propane, normal butane, isobutane, and pentanes plus).

Combined Operations (Natural Gas Processing Plants and Fractionators)

Operators of natural gas processing plants that also operate a fractionator at the same location/facility are required to file a separate Form EIA-816 for each of these processes. Use the preceding instructions to prepare one Form EIA-816 as a natural gas processing plant and one Form EIA-816 as a fractionator.

Stocks

Report all stocks in the **custody** of the facility regardless of ownership. Reported stock quantities should represent actual measured inventories where an actual physical measurement is possible.

Report stocks as of midnight of the last day of the report month, corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

For natural gas processing plants only, stocks at the beginning of the month are to be the same as those reported as end-of-month stocks on the report for the preceding month. Fractionators are only required to report end-of-month stocks.

Report all domestic and foreign stocks held at facilities and in transit thereto, except those in transit by pipeline. Petroleum products in transit by pipeline are reported by pipeline operators on Form EIA-812, "Monthly Product Pipeline Report." Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

For purposes of this report, "after entry through Customs" is said to occur on

- the "entry date;" or
- the "date of withdrawal;" or
- the "date of withdrawal conditionally free of duty" specified on U.S. Customs Form CF 7501, "Entry Summary;" or
- the "import date" specified on the U.S. Customs Form 214, "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "date of exportation" specific on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

Receipts During Month

Report all receipts at the facility and in transit thereto, using the same criteria as those used for report stocks. Include intra-company transactions.

Inputs During Month

Inputs of product should only include quantities of products being converted by an isomerization process into a different product (e.g., conversion of normal butane into isobutane would be reported as an input of normal butane and a production of isobutane).

Production During Month

Report gross production during the month for each item identified on the survey form (e.g., propane, butane). Report production during the month by individual components as determined by chemical analysis (i.e., ethane, propane, normal butane, isobutane, and pentanes plus). Include as production during the month the quantity of product converted through isomerization into a different product.

Shipments During Month

Report all shipments, including intracompany shipments to other plants, storage facilities, refineries, chemical plants or fractionating facilities.

Plant Fuel Use and Losses During Month

Report all nonprocessing losses (e.g., spills, fire losses, contamination, etc.) by product.

Include products consumed at facility for all purposes.

PART C. CONTACT INFORMATION

Enter the name, title, telephone number, fax number, and E-mail address of the person to contact concerning information shown on the report. The person listed should be the person most knowledgeable of the specific data reported. Check the box provided if the contact information is different from the prior month.

VI. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE), to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

The data collected on Form EIA-816, "Monthly Natural Gas Liquids Report," is used to report aggregate statistics on and conduct analyses of the operation of U.S. natural gas processing plants and fractionators. The data appear in EIA publications such as *Petroleum Supply Monthly* (PSM),

Monthly Energy Review, *Petroleum Supply Annual* (PSA), and the *Annual Energy Review*. Company specific data are also provided to other DOE offices for the purpose of examining specific natural gas plant operations in the context of emergency response planning and actual emergencies.

Tables are published in the *PSM* and *PSA* based on the data submitted on the Form EIA-816. Data on Table 52, "Refinery, Bulk Terminal, and Natural Gas Plant Stocks of Selected Petroleum Products by PAD District and State" and the corresponding *PSA* tables are subject to statistical nondisclosure procedures. Statistics representing data aggregated from less than three companies or aggregated data representing 60 percent or more of a single company's data are suppressed. In addition, complementary suppression is performed to avoid any residual disclosure.

With the exception of Table 52, the tables are not subject to statistical nondisclosure procedures. Thus, there may be some table cells which are based on data from only one or two respondents, or which are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable user of the data to make inferences about the data reported by a specific respondent.

VII. SANCTIONS

The timely submission of Form EIA-816 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,750 each day for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

VIII. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per manual response and 30 minutes per response by electronic transmission, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenues, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.